

STANDARD FORM NO. 64

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# Office Memorandum

UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 25 February 1960

CONFIDENTIAL

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #8

## 1. Attendance of Commo Dependents at Briefings

DDS [ ] the Support Officer for Commo, confirms that the Office of Communications will hereafter make full use of the Dependents Briefing program and the AAO courses. [ ] says that dependents of Commo personnel who are available in the Washington area and who are going abroad for the first time will be required to attend the Dependents Briefings. All other dependents will be urged to do so. And Commo will back this up to the point of providing transportation for those in the

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[ ] The AAO program will not be a flat requirement, but again all employees and dependents will be urged to take full advantage of these courses.

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This development should have quite an impact on the attendance at these programs, probably an increase of 15 to 20% over present attendance.

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